

OneGov Snowplow Application Guide

Renewals: If you received an email to renew your application for the upcoming snowplow season, click on the link in the email. Once you login into OneGov, the system should automatically start a renewal from last year's application. Review the prepopulated information for accuracy and complete any open fields in the application.

New applications and process for entering Renewals without using the email link.

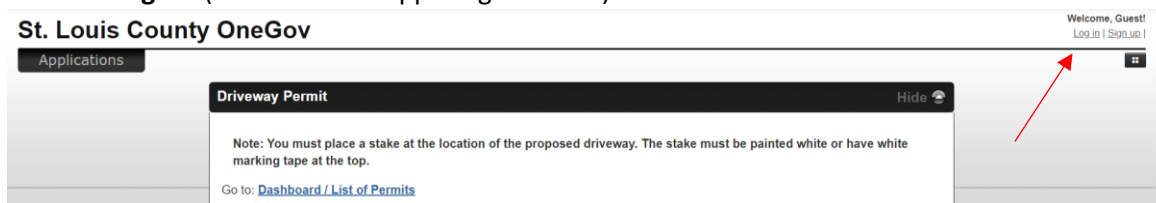
Link to OneGov for entering a Snowplow application.

<https://onegov.stlouiscountymn.gov/>

To complete an online Snowplow application you must first log into the system.

Log In

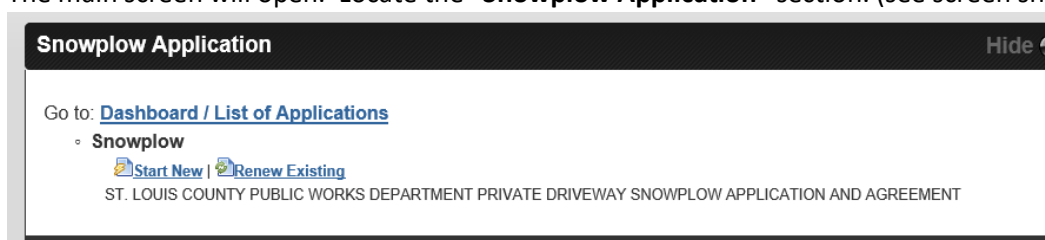
- Click on **“log in”** (located in the upper right corner).



- If you are a new user
 - click on the green **“sign up”** icon and follow the prompts to set up an account. (Keep in mind the very last step is to respond to a link in your email.)

- If you are a returning user enter your credentials
 - **“Email Address”** field - Use the same credentials as last year. This typically should be your...
 - Email address
 - for a few people, who may not have been switched to their email account yet, it could be
 - Customer number (customer numbers look like.... 12345, or C12345)
 - **“Password”** field. - enter your password from last year.
- Click on **“log in”**

The main screen will open. Locate the **“Snowplow Application”** section. (see screen shot)



- If you are registering a new Road association select **“start new”**
- If you are a returning user select **“Renew Existing”** for your snowplow application
 - A screen will display with a section showing your prior applications (see below screen shot). Locate last years application and click on the blue **“Renew”** button located on the left.

Please choose existing application to renew

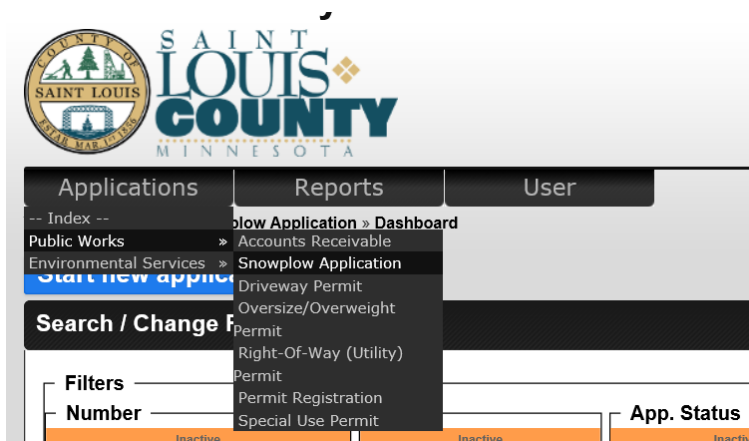
	UID #	App. Status	Started	Approved
Renew	19107	Approved	07/23/2018 2:25 PM	07/25/2018 10:21 AM

This year’s application will open. *Required fields are marked with a red asterisk.

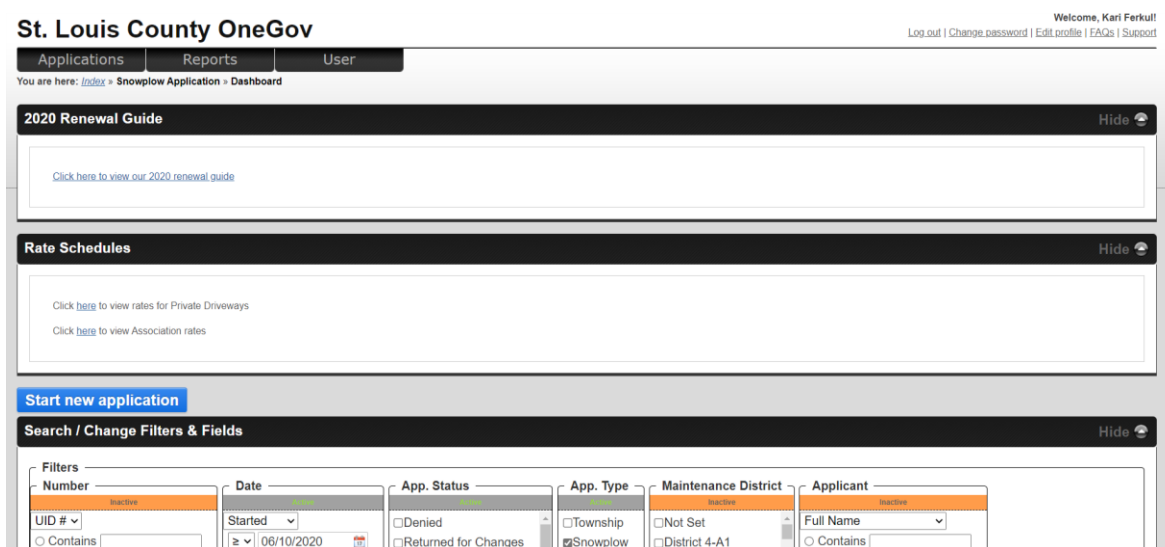
Having Trouble?

If you run into issues finding your application to renew, you can do the following from any screen in the software to get to your application.

Click on **Applications/Public Works/Snowplow Application**. (see screen shot below)



This will bring you to your “dashboard” (overview screen)



Scroll down to the bottom where the section called “List of Applications” is located. (see screen shot below). Find last years application. Click on the three lines located at the left, which will open an “options” box. Select the option to “Renew” the application.

List of Applications				
	UID #	Unsorted	App. Status	Unsorted
	1515		Returned For Changes	Tr
	911514		Pending Review (1 of 3)	Tr
	911512		Pending Review (0 of 3)	Tr

Review the prepopulated information in the application for accuracy and complete the remaining applicable fields.

Below are the basic steps for filling out the application:

Snowplow Application Steps

1. Applicant Information

- Verify the prefilled information is correct. Update, or add, information as needed
 - Name
 - Phone number
 - Enter your Email address
 - Verify your mailing address
- Select the garage closest to you
- Select the upcoming Snowplow Season

2. Road Association Information

- Select the length of your Roadway
- Enter the Road Association Members to the Table.
 - Click on the green plus sign to add a line to the table
 - Enter the members Name, Email Address, and Address
 - Click on the blue disk, on the left side of the table, to save the information.
 - Click on the green plus sign to add another Road Association member to the table
 - Repeat until all the members have been added

3. Terms and Conditions

- Read the Terms and Conditions and complete

4. Invoice

- Review the permit costs
- Select your payment type
- If online payment by credit card, or eCheck, is selected, the official payments program will open **after** you finish the application.
- If you select personal check, mail one check to the office nearest you (see bottom of page)

5. Review

- Review the permit costs and click on **“Finish”**

Note : If any required fields are not completed the step will highlight in red. Click on the highlighted step, and then locate the highlighted field to complete. Then return to step 5 and click on **“Finish”**.

If you chose to pay by credit card, or eCheck, official payments will now open. Follow the prompts to enter your payment information. You will be automatically brought back to OneGov when done.

You are finished. You will receive email notifications of the status of your application.

Mail personal checks to the office nearest you.

Duluth
St. Louis County Public Works
4787 Midway Road
Duluth, MN 55811
(218) 625 – 3800

Hibbing
St. Louis County Public Works
1425 E 23rd St
Hibbing, MN 55746
(218) 262-0150

Virginia
St. Louis County Public Works
7823 Hwy 135 East
Virginia, MN 55792
(218) 742-9800

Cook
St. Louis County Public Works
9558 Ashawa Road
Cook, MN 55723
(218) 361-7920